



CLASS SPECIFICATION

03/27/2025

CORPORATE SERVICES MANAGER, 9107

Summary of Duties: Manages critical compliance functions for the Department of Water and Power such as legislative and regulatory affairs, including environmental, health and safety, financial and rates, and sustainability mandates; applies sound management and supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Class Characteristics: A Corporate Services Manager is distinguished from other managerial classes by its focus on supporting legislative and regulatory functions and risk management for both water and power operations and system planning activities. A Corporate Services Manager has specific technical experience and acts as a subject matter expert at the managerial level in legislative and regulatory areas at the federal, state and local level. An employee of this class provides policy guidance and directs program implementation for major initiatives and represents the Department in legislative, regulatory and legal proceedings and before government agencies and elected officials.

A Corporate Services Manager is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance, administration of Memoranda of Understanding, expenditure review and budget development.

Example of Duties: A Corporate Services Manager:

- Directs or assists in the overall planning, organization, staffing and control of the operations and functions in the Department's Joint Organization or in divisions that support both the Water and Power Systems;
- Directs and coordinates the activities of several groups engaged in environmental management, sustainability initiatives, health and safety programs or financial and rates analysis;
- Acts as the senior Department representative during negotiations with federal and state legislative bodies and regulatory agencies regarding the planning and permitting of capital project, operation and maintenance activities;
- Represents the Department during legal and administrative proceedings related to environmental, health and safety compliance and enforcement actions;
- Acts as the senior Department representative during discussions on water and electric rates, rate actions, rate challenges and legal proceedings, and compliance with State propositions and City ordinances related to rate design and cost of service;
- Manages and allocates resources to conduct operational audits to provide executive management with an independent assessment of internal controls, reliability of operating

information and compliance with corporate standards of conduct, laws, or regulations related to environmental protection, sustainability, employee safety or financial management;

- Writes memos, letters, position statements, and narrative reports such as board letters and resolution reports for the Board of Water and Power Commissioners, the Office of the Ratepayer Advocate, and stakeholder groups;
- Makes formal oral presentations to individuals and groups within and outside the organization, including the Board of Commissioners, professional industry organizations, regulatory agency hearings and standards board proceedings, in order to state the department's position, provide requested information, and/or explain policies, procedures, or actions pertaining to proposed environmental, health and safety, or rate changes;
- May serve as an expert witness in legal and/or arbitration proceedings;
- Directs staff in ensuring that all terms and conditions of agreements with contractors and government agencies are fulfilled with respect to scope, cost, deliverables, and timelines;
- Communicates equal employment information to employees;
- Applies job-related criteria in selecting, assigning, training, mentoring and evaluating subordinates;
- May conduct General Manager level grievance hearings.

Minimum Requirements: Two years of full-time paid professional experience as an Environmental Affairs Officer, Senior Industrial Hygienist, Safety Administrator, Risk Manager II, Rates Manager, Environmental Engineer, or in a class at least at that level, supervising technical staff responsible for sustainability and regulatory compliance programs supporting both water and power activities at the Department of Water and Power.

Appointment to this class is subject to a one-year probationary period under provisions of Section 109 of the City Charter.

License: A valid Class C driver's license issued by the California Department of Motor Vehicles (DMV) is required at the time of filing. Applicants will be disqualified and not be eligible for hire if their DMV record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation such as DUI.

Physical Requirements:

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.